



# Welcome to Grants and Program Training

---

## Participants:

Michelle Bulls, Director Grants Policy/Chief Grants Management Officer, IHS Grants

Lois Hodge, Director Division of Grants Operations/Senior Grants Management Officer

Betty Gould, Senior Regulations Analyst, Division of Regulatory Affairs



# Grants and Program Training

---

- Overview of Roles and Responsibilities for Grants and Program Staff
- Overview of Roles and Responsibilities for Project Director/Auth. Org. Representative
- Prior Approval Requirements
- Carryover Policy
- Financial Management Requirements for Grantees



# Overview of Roles and Responsibilities

---

- Program and Grants staff each have complimentary roles in the grant process;
- Program and Grants function as a team to provide a unified agency position on every aspect of the grant process;
- Close coordination between each team member and an understanding of the responsibilities is vital to program objectives;
- Both roles are critical in assuring proper stewardship of Federal grant funds.

*Refer to IHS Responsibilities "Draft document"- Awarding Agency Grants Administration Manual 1.04.104*



# Role of Grants Management Office

---

- Independent from program office;
- Provides expertise in the business and other non-programmatic aspects of the grants process;
- Serves as the counterpart to the grantee institution/organization's business office;
- Has the overall responsibility for monitoring the grants process to ensure that all required business actions are performed by the grantee and their respective agency prior to and after award.



# Role of Grants Policy

---

- Provides administrative policy decisions to both program and grants offices;
- Develop and maintain grant policy for the agency;
- Represent IHS at HHS/Federal-wide efforts to streamline the grants process;
- Provide grants management training to IHS grant and program staff as well as IHS grant recipients;
- Develop and maintain IHS Grants Management Certification Program;
- Provide guidance in the area of grants compliance and oversight;
- Oversight of IHS' Program Announcement Process.



# Pre- Award Roles – Program Staff

---

- PO Responsibilities in Pre-Award Stage



# Role of Program Officials – Pre Award

---

- Independent from grants office;
- Must exercise their professional judgment with respect to their program areas;
- Key staff resource to DGO and grant recipients for programmatic information on applications/projects;
- Responsible for the technical knowledge of the program/project;
- Serves as the counterpart to the grantee institution's Project Director/Principle Investigator (PD/PI).



# Program/Project Officer – Pre Award Responsibilities

---

- Key in developing program announcements and program guidelines;
- Set goals and objectives for new program initiatives as well as implementation plans;
- Consult with Grants Policy and DGO in the concept stage before the development of the draft announcement;
- Provide “limited” technical assistance to applicants in developing their applications;





# Program/Project Officer – Pre Award Responsibilities - continued

---

- Convenes one or more objective review panels as soon as possible after application deadline;
- Serves as a primary resource to objective review panel;
- Assist GMO in ensuring that all business management aspects of the application are consistent with program needs and project requirements;



# Program/Project Officer – Pre Award Responsibilities (continued)

---

- Notify unsuccessful applicants when applications are screened out for program deficiencies.



# Program Announcement

---

- Program Announcement - Development
- Program Announcement Process
  - Full Announcement
  - Single Source Announcement
- Federal Register Notice Process

# Developing the Program Announcement

---

- Program Officials provide grant/cooperative agreement forecasts to CGMO, IHS. Annual planning is *essential*!
- Program develops a *grant/cooperative agreement* opportunity based on program priorities that are designed to address public needs.
- PA must provide potential applicants with as much information as possible in the published notice.
- PA must be clear and concise so that applicants are clear on the requirements.
- PA must be in required OMB format – follow template.

*Refer to Awarding Agency Grants Administration Manual 2.03.103 for details on the announcement policy.*



# IHS

## Program Announcement (PA) Process

---

- Internal Review – Three levels
  1. *Grants*
  2. *Legal*
  3. *Finance*
- HHS Grant Review
- Federal Register Notice Process (DRA)

*Refer to Program Announcement Process Handout*



# Program Announcement Process

---

- Get started early!
- Work directly with grants policy for initial guidance;
- Make sure that the applicant has clear guidelines to follow;
- Use the templates which follows the OMB standard format requirements.



# Full Program Announcement (PA)

---

- PA follows the standard announcement template as required by OMB provided by Grants Policy;
- IHS issues Federal Register Notices as well as posts opportunities in Grants.gov Find
- Opportunities are posted on Grants.gov Find within THREE business days following publication of the FRN



# Single Source Announcements

---

- Definition of Single Source Award
- Types of Single Source Awards
- Internal process for issuing single source non-urgent awards
- Requirements for publishing a notice on single source awards in the Federal Register





# Single Source Announcements

---

- Considered an exception to maximum competition;
- A single source announcement is an application that is sought from “one” entity;
- Three types of non-urgent single source awards: 1) new single source awards, 2) single-source renewals, and 3) single-source program expansion supplement;
- Follow the single source announcement template (handout provided).

*Refer to AAGAM 2.04.104A, Exceptions to Maximum Competition for additional policy guidance on single source awards*



# Single Source Announcements

## *continued*

---

- Requirements for single source announcements:
  - Justification memo
  - Federal Register Notice
  - Full Announcement
- Announcements follow same internal process as full announcements prior to submitting to HHS Grant Review. Three levels of internal review: 1) Grants 2) Legal 3) Finance

For policy: Refer to AAGAM 2.04.104

For procedures: Refer to PA Process handout



# Single Source Announcements

## *continued*

---

- Single source notices may be published in the Federal Register *prior to or simultaneous* with award.
- Full PA is published on the Grants Policy Website and the cognizant Program's website.



# Single Source Announcements continued

---

- Get started early!
- Consult with Grants Policy, as needed.
- Include all intents to issue single source awards in forecast report at the beginning of the year.
- PLAN, PLAN, PLAN!



# HHS Requirements for Reviewing Single Source Announcements

---

- The ingredients of the package are:  
1) Justification memo signed by the IHS Director, 2) Notice, and 3) Full Announcement that will be placed on the website.



# Federal Register Notice Process

---

Betty Gould, Regulations Officer in  
Division of Regulatory Affairs (DRA)



# Grants Policy Questions?

---

Michelle Gosha Bulls

Director/Chief Grants Management  
Officer, Grants Policy

301-443-6290

[Michelle.Bulls@ihs.gov](mailto:Michelle.Bulls@ihs.gov)